



Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 601-208
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Invoice Instructions

Fixed Price -- Construction Invoicing Instructions Prime Contract NAS7-03001

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Submit the invoice and any required backup documents through email or regular mail:

- 1) Send an email to subcontract.invoices@jpl.nasa.gov with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif
- OR** 2) Mail the **original invoice and one photocopy** of all the invoicing documents to:
- Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 601-208
4800 Oak Grove Drive
Pasadena, CA 91109

Invoice Requirements

- ☒ 1. Invoice date
- ☒ 2. JPL subcontract number
- ☒ 3. Total subcontract value
- ☒ 4. Tax Identification Number (TIN)
- ☒ 5. Invoice number
- ☒ 6. Billing period
- ☒ 7. Remittance address
- ☒ 8. Base subcontract sum
- ☒ 9. Net change by change orders (if applicable)
- ☒ 10. Subcontract sum to date
- ☒ 11. Percentage work completed and dollar amount
- ☒ 12. % retention amount (% amount specified in the subcontract)
- ☒ 13. Total less retention
- ☒ 14. Less previously amount billed
- ☒ 15. Total net amount due
- ☒ 16. Certification wording, authorized signature, name, title, date, email, phone number/extension
I hereby certify, to the best of my knowledge and belief, that:
(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the Subcontract;
(2) All payments due to First-tier Subcontracts and suppliers have been made from previous payments received under the Subcontract have been made and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with First-tier Subcontract agreements and the requirements of chapter 39 of Title 31, United States Code;
(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a First-tier Subcontractor or supplier in accordance with the terms and conditions of the First-tier Subcontract; and
(4) This certification is not to be construed as final acceptance of a First-tier Subcontractor's performance.

Authorized Signature

Name (Please Print)

Title

Date

Email

Phone Number/Extension

- ☒ 17. Schedule of payment/value (including payments to first-tier subcontractors) and other back-up documentation as stated in your subcontract with this invoice
- ☒ 18. Numbered pages



Web Site: <http://invoice.jpl.nasa.gov>
Email: invoice@jpl.nasa.gov
Phone: (818) 354-7696

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Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section (IMS):
 - 1. Once we receive your invoice, we review each invoice for the above requirements.
 - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
 - 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
 - 4. Once we receive CTM approval, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



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Invoice Instructions

SAMPLE INVOICE – FIXED PRICE – CONSTRUCTION

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- | | |
|------------------------------------------|---------------------------------|
| 1. Invoice Date: 7/1/2008 | 7. Remit To: |
| 2. JPL Subcontract Number: 1234567 | ABC Company |
| 3. Total Subcontract Value: \$100,000.00 | ABC Company Accounts Receivable |
| 4. TIN: 12-3456789 | 567 Any Street |
| 5. Invoice Number: 10-234-6 | Anytown, VT 12345-1234 |
| 6. Billing Period 6/1/08 – 6/30/08 | |

8. Base Subcontract Sum	\$100,000.00
9. Net Change by Change Orders	\$20,000.00
10. Subcontract Sum to Date	\$120,000.00
11. 90% Work Completed and Dollar Amount	\$108,000.00
12. Retention	(\$10,800.00)
13. Total Less Retention	\$97,200.00
14. Less Previously Amount Billed	\$50,000.00
15. TOTAL NET AMOUNT DUE	\$47,200.00

16. *I hereby certify, to the best of my knowledge and belief, that:*
- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the Subcontract;*
 - (2) All payments due to First-tier Subcontracts and suppliers have been made from previous payments received under the Subcontract have been made and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with First-tier Subcontract agreements and the requirements of chapter 39 of Title 31, United States Code;*
 - (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a First-tier Subcontractor or supplier in accordance with the terms and conditions of the First-tier Subcontract; and*
 - (4) This certification is not to be construed as final acceptance of a First-tier Subcontractor's performance.*

Name (Please Print)

Authorized Signature

Title

Date

Email

Phone Number/Extension

17. Please note: You must also submit your schedule of payment/value (including payments to first-tier subcontractors) and other back-up documentation as stated in your subcontract with this invoice.



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